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PROVINCE HOUSE

BY-LAWS

OF THE

NOVA SCOTIA

Hospital for the Insane,

MOUNT HOPE, PARTMOUTH.



HALIFAX, N. S.

PRINTED BY D. H. FOWLER & CO.

1877.

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BY-LAWS
OF THE
NOVA SCOTIA HOSPITAL FOR THE INSANE.

MEDICAL SUPERINTENDENT.

1. He shall, with his family, reside on the premises, and devote his whole time to the welfare of the Institution.

2. He shall have the Superintendence of the Hospital, and of all the buildings and grounds connected therewith; the oversight and charge of the patients, and general direction of all the concerns of the Institution; subject to the By-Laws and to such regulations, as may from time to time be established.

3. He or the Assistant Physician shall visit all patients personally once every day, and patients whose condition require more frequent visits he or his assistant shall visit as often as necessary, giving all requisite personal attention to their medical, moral and physical treatment as may be best adapted to their relief, and he shall restrain violent and destructive patients, and shall for that purpose make use of such appliances as may be necessary and approved of by the Commissioners, when it may be necessary to prevent injury to themselves or others, or destruction of property; and when applied, a register of each case to be kept.

4. He shall obtain, as far as practicable, a complete history of every patient admitted into the Hospital, and shall keep or cause to be kept, a register, showing the name, age, and residence of each, the time of reception and removal, the treatment adopted and its results, whether cured, relieved, or otherwise, with every important fact connected with the history and treatment of the case, and if deceased, the cause of death.

5. He shall, as far as practicable, be with, or in the immediate vicinity of, every dying patient until life is extinct, unless the relatives of the patient are in attendance.

6. He shall in case of death in the hospital immediately report the same in writing to the friends of the deceased, and to the Commissioner of Public Works and Mines, stating the probable cause thereof; also in the case of suicide or serious accident, or severe illness.

7. He shall recommend from time to time to the Commissioner of Public Works and Mines the appointment of such persons as he may deem best qualified to perform the duties of the various departments connected with the institution and premises, and rate of wages to be paid.

8. He shall prepare a code of rules and regulations for the governance of the subordinate officers, attendants, domestics and patients, subject to the approval of the Commissioner of Public Works and Mines and the Commissioners of the Hospital, as the good order and efficient administration of the institution may require, which shall be printed, and a copy furnished to each person employed.

9. He shall require a written obligation from every person employed, in which it shall be specified that not less than one month's notice shall be given by persons wishing their discharge; reserving to the Commissioner of Public Works and Mines, the right of dismissal without notice in case of acts of harshness or violence to patients, intemperance or disobedience of orders; no dismissal to be made except by direction of the Commissioner of Public Works and Mines.

10. He shall see that all persons employed in or about the hospital, faithfully perform their respective duties.

11. He shall not be absent from the hospital at the same time as the Assistant Physician.

12. He shall countersign all requisitions (if approved by him) made by the officers for supplies for their different departments, and shall be responsible for the judicious and economical use of the same, and shall sign with the Bursar warrants for the payment of all accounts due on account of the hospital.

13. When required he shall in conjunction with the Board of Commissioners, make out a diet scale for the supply of food for the patients and inmates of the hospital, subject to the approval of the Commissioner of Public Works and Mines.

14. He shall on receipt of an application for the admission of a patient to the hospital, report in writing to the Commissioner of Public Works and Mines on such application, and if the report is against the admission, the reasons to be stated, so as to enable the Commissioner to refuse the admission as per

Clause 19, Chap. 36 Revised Statutes, 4th Series, relating to Lunatics.

15. At each quarterly meeting of the Board of Commissioners, he shall submit to them a report in writing respecting the affairs of the hospital during the preceeding quarter, specifying the cases of patients admitted, discharged and deceased, with such details as may be necessary to make them well acquainted with its current condition; and at each visitation of the Commissioners or of any one of them, he shall exhibit to them all records of the institution if required.

16. He shall prepare annually a report of the condition, progress and requirements of the Institution.

ASSISTANT PHYSICIAN.

1. He shall reside on the premises and devote his whole time to the welfare of the institution, performing his duties under the direction of the Medical Superintendent.

2. He shall accompany the Superintendent in his daily visits if necessary, and shall perform such parts of the other duties connected with the medical attendance, as may be assigned to him. He shall see that the directions of the Superintendent are faithfully executed, and shall report to the him all cases of neglect in that respect on the part of the supervisors and attendants.

3. He shall spend much of his time in the halls, make himself intimately acquainted with the character, peculiarities and diseases of the several patients, and exert such favorable moral influence upon them as he can. He shall visit such patients as are sick, and others as often as necessary, carefully noting their condition and treatment, and in case of any important change in a patient, requiring more than usual care, shall report the same to the Medical Superintendent.

4. He shall, if requested by the Superintendent, keep the register hereinbefore mentioned, and shall also keep a record of the cases of all patients, describing the history, symptoms, mode of treatment, and all material circumstances connected therewith.

5. He shall have charge of the Dispensary, and of all the medicines, instruments, and apparatus belonging to the medical department of the Hospital. He shall prepare all medicine, ascertaining as far as possible its effects, and he shall give directions as to the use of the baths, and attend to the temper-

ature, cleanliness, and ventilation of the halls and dormitories, and the exercises and amusement of patients.

6. He shall make himself thoroughly acquainted with the working of the Hospital in all its departments, inside and out, and shall have access to all the books, correspondence and records of the institution.

7. In the absence of the Superintendent he shall officiate as his substitute, and is to be respected and obeyed accordingly.

8. He shall not be absent from the Hospital at the same time with the Superintendent.

BURSAR.

1. He shall keep the books of the hospital, showing a correct statement and account of all goods received and delivered, classifying them in such manner that the quarterly accounts will exhibit the exact cost and quantity of each class.

2. He shall make out and sign requisitions for all goods and supplies required at the Hospital, which on being approved of and signed by the Superintendent he shall forward to the Commissioner of Public Works and Mines.

3. He shall receive all goods and check the invoices, which must be in duplicate, and shall pay for the same by warrant on the Commissioner of Public Works and Mines, signed by himself and the Superintendent, taking a receipt for the same.

4. He shall in the case of contract goods have them examined by the Medical Superintendent, and one or more of the Commissioners, who shall together, on a time agreed upon, examine such contract goods, and if found to be not equal to that contracted for, shall order their removal, and if not removed by the contractors in a reasonable time, shall report to the Commissioner of Public Works and Mines.

5. He shall have charge of, and deliver all goods on requisitions as herein provided, and pay the employees monthly.

6. He shall keep the accounts of the Hospital with the patients and inmates, and make out such accounts quarterly, and forward them to the parties respectively liable, and forward a list of the same to the Commissioner of Public Works and Mines.

7. He shall report the income and expenditure of the Hospital to the Commissioner of Public Works and Mines quarterly, and to the Superintendent as often as may be required, and

shall perform such other duties as may be assigned to him under any rules or regulations in force respecting the Hospital, and in accordance with the directions of the Commissioner of Public Works and Mines.

STEWARD.

1. He shall have charge of all stock, farm implements, out-buildings, carriages, harness, and all other articles not otherwise provided for, and keep an account of the same in a book, and report the same to the Superintendent quarterly, or more frequently if required.

2. He shall attend to the baking, and see that the patients and household are furnished with well made, wholesome bread, ready for distribution at such intervals as the Superintendent may direct, and shall render an account to the Bursar monthly, of the flour, meal, &c., received and how used, the quantity of bread baked and how distributed.

3. He shall on a certain day of each week, make out a requisition, (to be signed by the Superintendent, if approved by him) on the Bursar for all articles required for the week, according to the diet scale, and deliver daily in conjunction with the Supervisor of the male ward, such articles as meat, fish, bread, butter and vegetables, and weekly such other articles as tea, sugar, cheese, &c.

4. He shall under the direction of the Bursar, issue weekly, or as often as occasion may require, the supply of patients clothing and the requirements of the Wards, &c., on proper requisitions, countersigned by the Superintendent.

5. He shall see that no waste is allowed by patients or others.

6. He shall attend to the cleanliness of the cellars, enclosures, &c.

7. He shall attend to the burial of the dead.

8. He shall have charge of the entire produce of the garden and farm, and shall distribute the same, and shall keep an account of the products, the quantity of each kind produced and how disposed of, and furnish a report of the same to the Bursar.

9. He shall cause to be collected, and take charge of, all bones, rags, old metal, grease, empty flour barrels, and such like articles from every department of the hospital, and have the same sold quarterly, rendering an account of the sales to the Bursar.

10. He shall attend to any other special duties that may be assigned him.

HOUSEKEEPER.

1. Under the direction of the Medical Superintendent, she shall have the oversight of the domestic arrangements and shall regulate the labour of the female servants.
2. She shall note in a book all the provisions and stores received from the Steward with the date of receipt.
3. She shall see that the female servants are faithful in the discharge of their duties, and that they strictly observe the regulations of the Hospital.
4. She shall note in a book all the wants of her department which may come to her knowledge, and any remissness of duty she may perceive on the part of any person employed therein, and report the same as often as may be necessary to the Medical Superintendent.
5. She shall see that the food is properly cooked and served, shall oversee the washing and ironing, and shall attend to the cleanliness and good order of the detached building.

SUPERVISOR. (MEN'S WARD.)

1. He shall have the oversight of all the men's wards, and shall spend his whole time, not appropriated to other duties, in the several wards in his department, and see that the bye-laws and regulations of the institution, and the directions of the Superintendent and Assistant Physician are faithfully carried out by the attendants, and all persons employed therein.
2. He shall report daily to the Bursar the number of patients in each ward.
3. He shall attend with the Steward to the weekly and daily distribution of the stores.
4. He shall make out and sign requisitions on the Bursar (to be signed by the Superintendent if approved by him) for all goods required for the male wards; keep an account of all goods received and to whom delivered.
5. He shall keep an account of all damages and by whom caused.

6. He shall furnish the Bursar weekly with a list of goods supplied to the patients, and a statement of damages, so as to enable him to make the necessary charges.

7. He shall take stock and report quarterly on all goods, furniture, &c., in the wards under his charge.

8. He shall be present at the admission and discharge of all male patients, take charge of their clothing and other effects, especially everything valuable, or that may be dangerous about their person; entering in a book kept for that purpose, a list of all articles brought to the hospital by or for them, see that they are properly marked and preserved, and that all clothing and effects belonging to them be restored at the time of their discharge, or delivered to their friends in case of death.

9. He shall particularly attend to the maintenance of personal cleanliness among the patients, and to the neatness and good order of their apartments, clothes, and bedding; and he shall see that such of their clothing and bedding as may need cleansing or repairing, be collected every morning and respectively sent to the laundry or sewing room.

10. He shall observe in passing through the halls and dormitories, if the temperature and ventilation are such as required, and if not he shall inform the Assistant Physician or Superintendent of the fact.

11. He shall see that the meals are served punctually and that dishes, &c., are safely returned.

12. He shall relieve the attendants, when occasionally absent, if requested by the Superintendent.

13. He shall give particular attention to the sick and shall see that they are properly cared for and kindly treated by the attendants; administering the medicine prescribed, when requested so to do by the Superintendent or Assistant Physician; and shall have charge of the preparation of the dead for burial.

14. He shall communicate freely with the Superintendent as to the fitness of attendants for their special duties and any want of faithfulness which he may observe, also, as to any deficiencies in the food supplied or in the washing, and in general he shall be responsible for the proper deportment of the attendants, to whom he shall be a guide and example, and shall direct them in their efforts to amuse, interest and employ the patients, and use his best exertions to prevent disturbance or loud noise among them.

15. He shall keep a minute (in a book provided for the purpose) of all absences of attendants in his department, and the length of time of each absence, the same to be preserved for the examination of the Superintendent, and he shall know at all times who of the attendants, if any, are off duty.

16. He shall note in a book provided for the purpose any in

stance of neglect of duty or harsh treatment of patients on the part of any of the attendants, which may come to his knowledge, all the wants of the hospital in or connected with his department which he may notice, together with such facts and occurrences as he may deem in any degree important to the well being of the institution or patients and report the same daily or as often as circumstances may require, to the Superintendent.

SUPERVISOR. (WOMEN'S WARD.)

1. She shall have the oversight of all the women's wards.
2. She shall attend to the making and mending of the patients clothing and have charge of the sewing room, and the distribution of the labor of the female patients.
3. She shall have charge of the bedding and bed linen of the Hospital.
4. She shall keep an account of all the work done under her direction in the sewing-room and wards.
5. Her further duties shall be the same in all respects in her department as those of the Supervisor in the male ward, excepting as provided in Section 3rd.

ENGINEER.

1. He shall have charge of the coal, steam engines, boilers, machinery and apparatus for heating and ventilating the Hospital building and furnishing steam to any of the departments, the water works, hose, pipes and reservoirs, the gas works, pipes and fixtures, the water closets and drains, all of which he shall keep in good order and repair.
2. He shall regulate the labor of the men in his department.
3. He shall make out and sign requisitions (to be countersigned by the Superintendent, if approved by him) on the Bursar for all articles required in his department.
4. He shall note daily in a book kept for that purpose, the quantity of coals used both for gas and heating purposes, and shall furnish the Bursar an account of the same at the end of each month.
5. It shall be his duty to produce such even and suitable temperature and ventilation in the halls and rooms, and during

such time as shall be directed by the Superintendent or Assistant Physician; he shall furnish steam for the laundry and kitchen according to the requirements of these departments, and attend to the distribution of the water, hot and cold, in the building, according to the wants of the different parts.

6. He shall keep the steam room, engine room, and chambers, and all parts of his department, neat and in good order.

7. He shall give particular attention to the fires under the boilers and be responsible for the proper and economical use of the fuel.

8. He shall once a fortnight exercise the men under him and such others as the Superintendent may appoint, in the use of the hose and other appliances connected with the fire department:

WATCHMAN.

1. He shall commence his duties at 8 P. M., and shall continue until relieved in the morning; during this time he shall be constantly awake, faithful and diligent in the performance of his duties.

2. He shall perform a regular patrol as directed by the Medical Superintendent, and render such other services as may be required of him during the night.

ATTENDANTS.

1. They shall devote their whole time to their appropriate duties in the Hospital, and shall sleep and take their meals severally in the wards in which they are employed.

2. They must implicitly obey the orders of their superior officers.

3. Upon rising in the morning, they shall see that each patient entrusted to their care, is properly washed and attired for the day in time for breakfast. Constant attention must also be given through the day to the person and dress of each individual, and any disorder or want of cleanliness remedied with as little delay as possible; the beds to be properly aired and made in the morning; the dormitories swept and arranged, and the floors, stairs, and windows washed as often as necessary.

4. Under all circumstances they shall treat those entrusted to their care with kindness and forbearance, addressing them in a mild and gentle tone of voice, endeavouring to soothe them when irritated, and to encourage and cheer them when melancholy or depressed; they must never address them by opprobrious or disrespectful names, nor scold, ridicule or mock them, nor make their delusions or extravagances the subject of jests or mirth; and when insulted or abused they must refrain from anger and forbear to retort or threaten, at the same time they must never manifest fear of any patient, but treat them with firmness and decision, as far as occasion may require.

5. No attendant shall be excused for striking a blow, or laying violent hands on a patient except in the clearest case of self defence or to save the life of another.

6. When patients are violent, and mild and gentle means have failed, and the good order of the halls render it necessary, they may be shut up in their respective rooms, the same to be reported immediately to the Supervisor who shall report to the Superintendent or Assistant Physician; no patient to be so confined for more than one hour without being so reported.

7. No restraining apparatus shall be applied, or when applied shall be removed, except by order of the Superintendent.

8. Deception must always be avoided, and no promises are to be made which cannot be performed.

9. Attendants are not allowed to trade or barter with, or receive any present from a patient.

10. Attendants are not allowed to admit strangers to the wards without permission from the Superintendent.

11. Each attendant is responsible for every patient under his or her care, and is expected to be able at any moment to say where each patient may be found.

12. All the patients are to be bathed regularly once a week, unless directions are given to the contrary by the Superintendent.

13. Indisposition, refusal of food or medicine, any unusual conduct or appearance, or any suspicious occurrence, must be reported without delay to the Assistant Physician or Superintendent.

14. No medicine shall be kept in the halls or apartments of the patients.

15. The Attendants or Supervisors shall obtain medicine from the dispensary at such time as the Superintendent may direct; and in all cases the medicine cups shall be cleaned by the attendant and returned within one hour from the time when they were taken; and if in special cases, attendants shall be allowed by the appropriate officers to retain medicine in their rooms, except

when brought out for use, it shall be kept locked in some secure place.

16. When the patients are at their meals, it is the duty of the attendants to be constantly with them to distribute the food and to prevent improprieties; knives and forks must be counted both on receiving and returning, and the attendants having them in charge must not leave the room under any circumstances until they are locked up or returned to the kitchen.

17. Particular care must be taken, that no patient obtains possession of a razor, knife or other dangerous weapon, and if any patient is suspected of having such, concealed on his or her person, or elsewhere, the most vigilant and efficient means must be at once adopted to recover it.

18. No patient shall be allowed to shave himself without a special order from the Superintendent, and no other patient shall be allowed to be in the room when a patient is being shaved.

19. When any patients shall be employed on the farm or in any departments of the Hospital it shall be by the order of the Superintendent, and while so employed they shall be under the care of such attendant or other person as he shall appoint, and those so appointed shall on all occasions take part in the labour so as to encourage the patients so employed, and they are not to be regarded as servants, but are to be treated as voluntary assistants, or as invalids requiring exercise or mental employment.

20. When patients leave the halls to ride or walk for amusement, they shall be accompanied by an attendant, unless otherwise directed by the Superintendent.

21. Whenever a patient escapes or is missing, immediate notice must be given by the attendant in charge to the Superintendent or other superior officer most accessible, and the proper search at once instituted.

22. Each attendant shall note in a memorandum book, all damage done by the patients under his or her charge, and shall report the same weekly to their Supervisor, or oftener if required.

23. Attendants shall always be neat and clean in their dress and personal habits, shall treat the officers with respect, and each other with courtesy; shall avoid the use of all profane or vulgar language, whistling or loud laughing, and shall ever strive to afford a good example to those under their charge. No washing under any circumstances to be done in the wards.

24. They must not visit from hall to hall, nor visit the kitchen or other departments, except in the discharge of their duty.

25. No attendant is allowed to leave the Hospital without special permission from the Superintendent or Assistant Physician, and when leave of absence shall thus have been obtained, the attendant shall always deposit the keys in the dispensary, and see that the Supervisor is informed of the fact, and of the length of time he or she is to be absent; and on return, notice thereof shall immediately be given to the Supervisor.

26. Each attendant is to note (in a book provided for the purpose) at 6 a. m., 12 M., and 8 p. m., daily the temperature of the ward:

OTHER EMPLOYEES.

1. Those in the service of the Hospital, whose duties have not been specially defined in the foregoing rules, shall each perform the services usually appertaining to the designation of his or her employment, according to the instructions of the Superintendent, and of the resident officers under his directions; and when selected for the companionship and oversight of patients while at work out of the wards, they shall conform to the general spirit of these bye-laws and regulations, in the performance of their various duties.

2. On the dismissal of any person employed at the Hospital, the Commissioner of Public Works and Mines or Superintendent shall not be required to give the reasons therefor.

GENERAL RULES.

1. All officers, attendants and employees, employed at the Hospital, shall at all times, when occasion may require it, perform any appropriate extra service at the request of the Superintendent or Assistant Physician.

2. No officer (except the Assistant Physician, Bursar, Steward, and Engineer, in the discharge of their respective duties) and no male subordinate officer, employee, or patient shall be admitted into the female wards; and no female subordinate officer, employee, or patient shall be admitted into the male wards, without the knowledge and consent of the Superintendent.

3. No company shall be admitted to the halls occupied by the patients, except by the express permission of the Superintendent, or Assistant Physician; other parts of the Hospital may be shewn by the resident or subordinate officers under such restrictions as the Superintendent may impose.

4. No person connected with the Hospital shall convey letters or parcels to or from the patients without the knowledge of the Superintendent.

5. Any officer, attendant or employee guilty of drunkenness shall be discharged.

6. Every person receiving salary or wages from the Hospital shall devote the whole of his or her time to the Institution, and shall inform the Commissioner of the Hospital of any violation of the bye-laws, rules and regulations, which may come to his or her knowledge.

The foregoing Bye-Laws of the Hospital for the Insane having been submitted to the Lieutenant Governor in Council, were this day approved.

P. C. HILL,
Clerk of Council.

HALIFAX, 19TH JAN., 1877.

OBLIGATIONS.

To be signed in the presence of the Superintendent by each attendant and servant, before appointment.

I hereby promise to obey the bye-laws and rules of the Hospital, to be careful of its property, and to avoid gossiping about its inmates or affairs. I consider myself bound to perform any duties assigned to me by the Superintendent, or Assistant Physician.

I understand my engagement to be monthly, and I agree to give a month's notice in writing, should I wish to leave my situation.

If anything contrary to the rules of the Hospital, be done in my presence, or come within my knowledge, I pledge myself to report it to the Medical Superintendent, or Assistant Physician, and to the Commissioner of the Hospital.

I acknowledge the right of the Commissioner of Public Works and Mines to discharge me without warning, for acts of harshness or violence to the patients, for intemperance, or disobedience of orders.